



PROCUREMENT SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of entry-level, paraprofessional procurement assignments including document management, quote solicitation, research and report generation, auditing, and contract administration duties in support of the Procurement Division.

Supervision Received and Exercised:

Receives general supervision from higher level procurement staff, or from other supervisory or management staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Assist Procurement Officers with the development and posting of solicitations, addendums, contracts, and contract modifications to ensure conformity with applicable laws, policies and procedures
- Assist Procurement Officer in soliciting and evaluating verbal and written quotes from suppliers
- Receive and secure receipt of bids and proposals and assist with formal solicitation openings and electronic postings of bid results
- Perform contract administration activities including contract renewal processing, monitoring contract spending, conducting contract pricing audits, expediting deliveries and general follow up and coordination with suppliers
- Assist in the administration of the City's Procurement Card program to include user training, resolution of user questions, and conduct monthly reconciliation audits
- Develop and maintain contract folders (to include both hard copy and electronic copies) to ensure that a complete and accurate record of events related to all formal and informal procurements is maintained
- Utilize Procurement web site for posting of solicitations, addendums, and awards to include general upkeep of forms and links

CITY OF TEMPE
Procurement Specialist (continued)

- Process requisitions and approve purchase orders to ensure that purchases are in accordance with contract terms and conditions; identify unauthorized product substitutions and take corrective actions with vendor and requisitioning department
- Research and resolve problems associated with purchase orders issued (i.e. invoicing, backorders, damaged goods)
- Compile and organize a variety of reports using statistical, financial and operational data
- Assist with supplier out-reach efforts that includes attendance at trade shows to promote business opportunities within the City of Tempe
- Perform related duties as assigned

Minimum Qualifications:

Experience:

Two years of procurement, accounting, clerical or customer service experience in an office environment.

Education:

Equivalent to an Associate's degree with preference towards major coursework in bookkeeping, accounting or business; or degree related to the core functions of this position. A professional certification (CPPB or equal) may substitute for the Associate's degree.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

- Work in a stationary position for considerable periods of time
- Operates computer, copy machine and calculators
- Extensive reading and close vision work
- May require working extended hours

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

CITY OF TEMPE
Procurement Specialist (continued)

Job Code: 532

Status: Non-Exempt / Classified